



CITY OF ALEXANDRIA  
OFFICE OF BUILDING AND FIRE CODE ADMINISTRATION  
301 KING STREET, SUITE 4200  
ALEXANDRIA, VIRGINIA 22314  
703.746.4200 ♦ ALEXANDRIAVA.GOV/CODE



## BUILDING PLAN SUBMISSION CHECKLIST

### RESIDENTIAL ADDITIONS

This building plan submission checklist is a guide only to assist applicants in the Permit Center permit & plan submission process for building permits **not requiring an approved grading or final site plan**. Please see attached T&ES requirements concerning grading & final site plan approval.

**Include all of the following required information for the proposed project's scope-of-work.**

- Notes:
- A. Application will not be accepted if all required items are not included in the plan sets
  - B. Please refer to the attached sample plans, such as: "Example A", for further information
  - C. Properties located within one of the two historic districts, please see P&Z Attachment B

#### ARCHITECTURAL

- ☐ House Location Plat (Example A & P&Z Attachment A) (P&Z)
- ☐ Floor Plans, including room designations & ceiling heights (Examples B, C & D)
- ☐ Roof Plan, including covering materials & roof slopes (Example L)
- ☐ Exterior Wall Sections, including required fire-resistance rated assemblies < 5ft from the property-line (Examples G, I & L)
- ☐ Building Elevations (exterior) (Example E)
- ☐ F.A.R. (Floor Area Ratio) Calculation sheet (P&Z)

#### STRUCTURAL

- ☐ Proposed Design Criteria & Loads
- ☐ Foundation Plan & Sections, including drainage (Example F)
- ☐ Floor Framing Plans & Sections (Example H)
- ☐ Roof Framing Plans & Sections (Example H)
- ☐ Soils Report, as required (refer to CA Soils Policy)
- ☐ Engineering Calculations, signed & sealed by a VA RDP (If design exceeds IRC prescriptive methods)
- ☐ Braced Wall Plans & Sections (lateral force resisting system) (Example L)

#### PLUMBING

(The following are required for  $\geq 4$  proposed plumbing fixtures)

- ☐ Water Riser Diagram (Example J)

- ☐ Drainage/Vent Diagram (Example J)

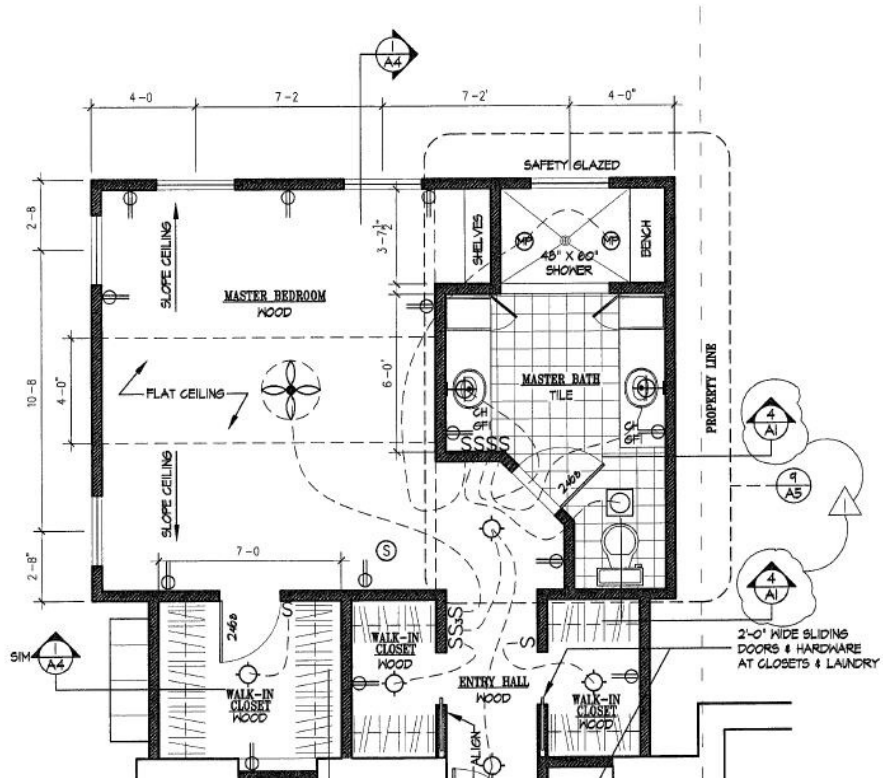
#### ELECTRICAL

- ☐ Panel Location
- ☐ Switching/Lighting/Receptacle Layout
- ☐ Single-line Riser Diagram, if service is >200amps (Examples C & D)
- ☐ Smoke Alarms (detectors) (Examples C & D)
- ☐ Indicate Required 'Ground Fault Circuit Interrupter' (GFCI) Protection
- ☐ Indicate Required 'Arc Fault Circuit Interrupter' (AFCI) Protection

#### MECHANICAL

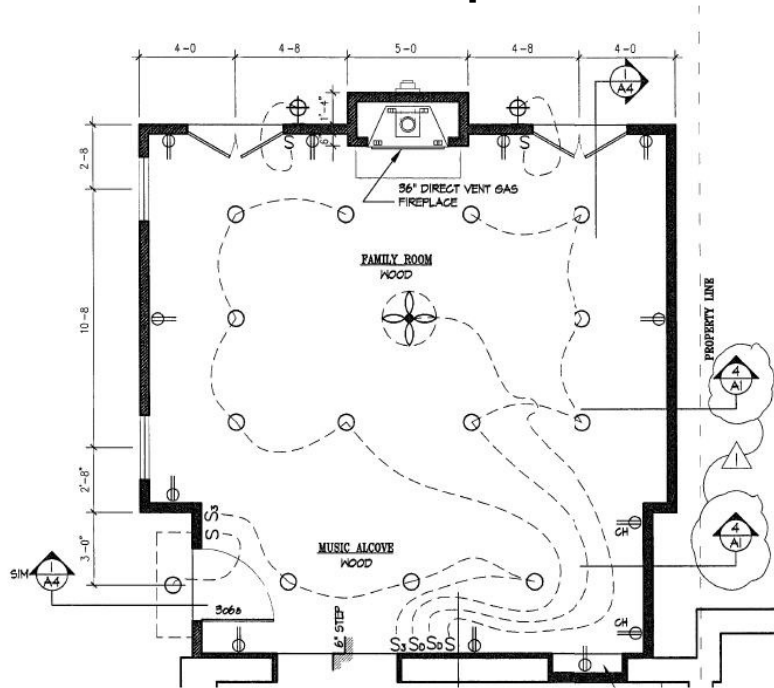
- ☐ Interior & Exterior Equipment Locations/Specifications
- ☐ Energy Envelope Worksheet, if not complying with IRC requirements
- ☐ Duct Layout, sizes & ventilation rate (ft<sup>3</sup>/minute)
- ☐ Manual J Calculations
- ☐ Gas Riser Diagram (with gas pipe size & length)
- ☐ Radiator Layout
- ☐ Floor System Layout
- ☐ Engineered System (ex: ground-source heat pump), signed & sealed by a VA RDP
- ☐ House Location Plat (See Example A and P&Z Attachment A) (P&Z)
- ☐ Floor Area and Open Space Calculation sheet (open space only) (P&Z)
- ☐ Screening details for rooftop equipment (P&Z)

### Example B



**2 FIRST FLOOR PLAN**  
A1 SCALE 1/4" = 1'-0"

### Example C

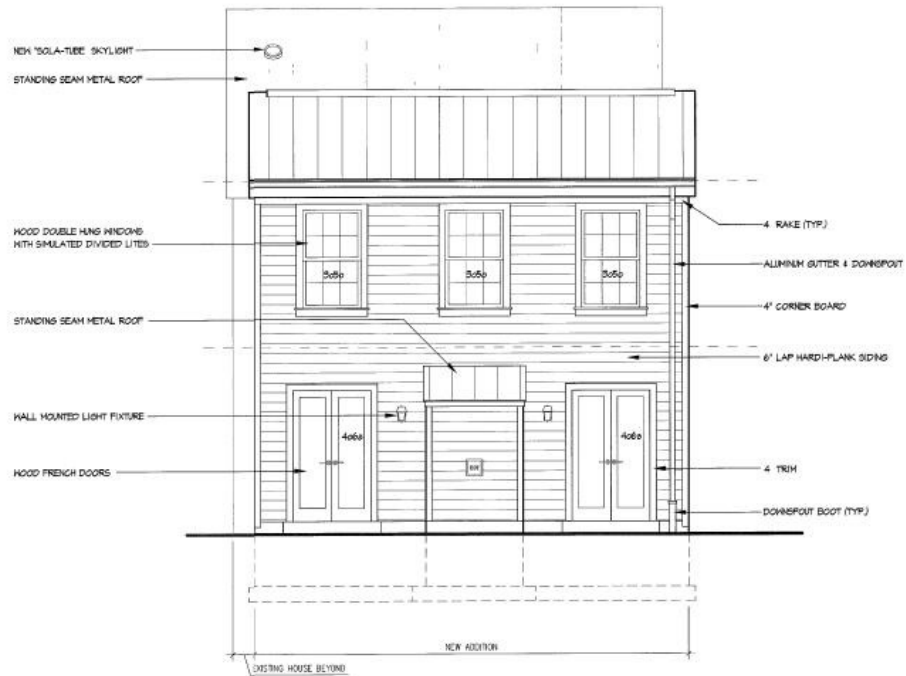


**3 SECOND FLOOR PLAN**  
A1 SCALE 1/4" = 1'-0"

### Example D

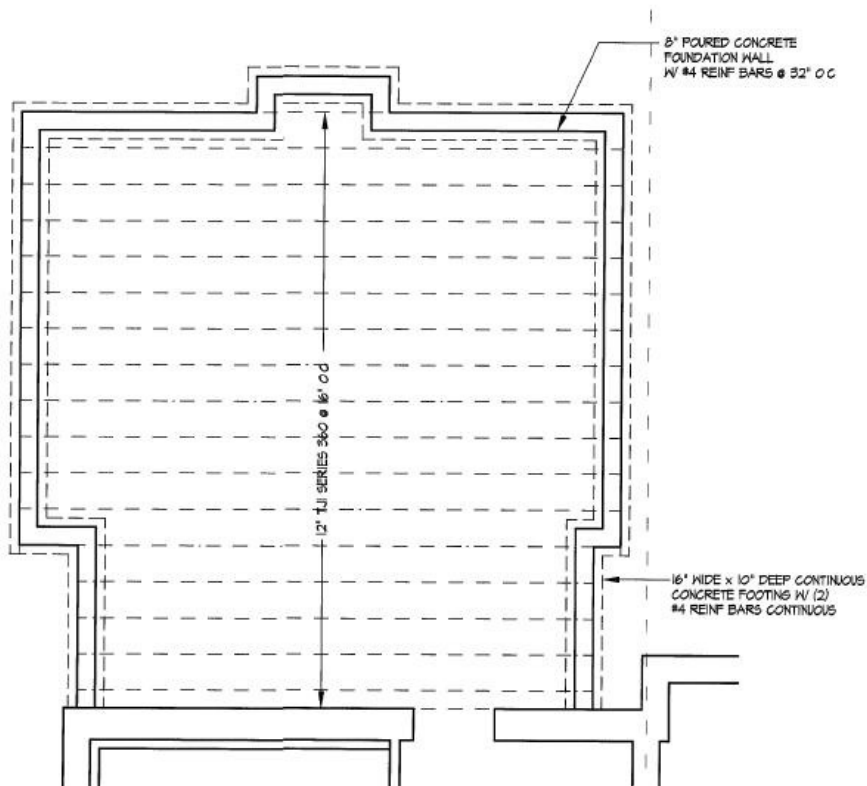


**2 LEFT SIDE ELEVATION**  
A2 SCALE 1/4" = 1'-0"



**3 REAR ELEVATION**  
A2 SCALE 1/4" = 1'-0"

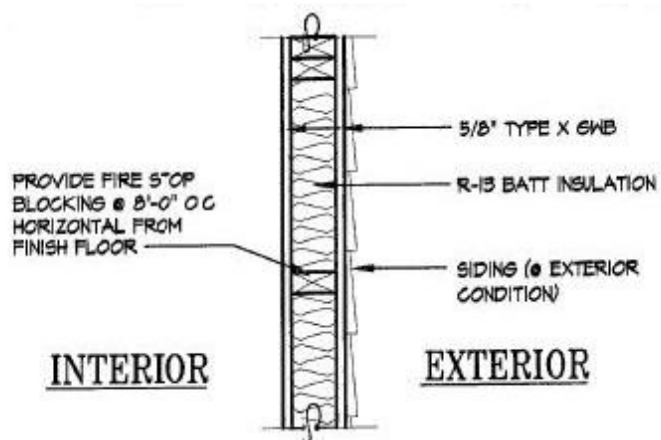
## Example E



**1 FIRST FLOOR FRAMING PLAN**  
A1 SCALE 1/4" = 1'-0"

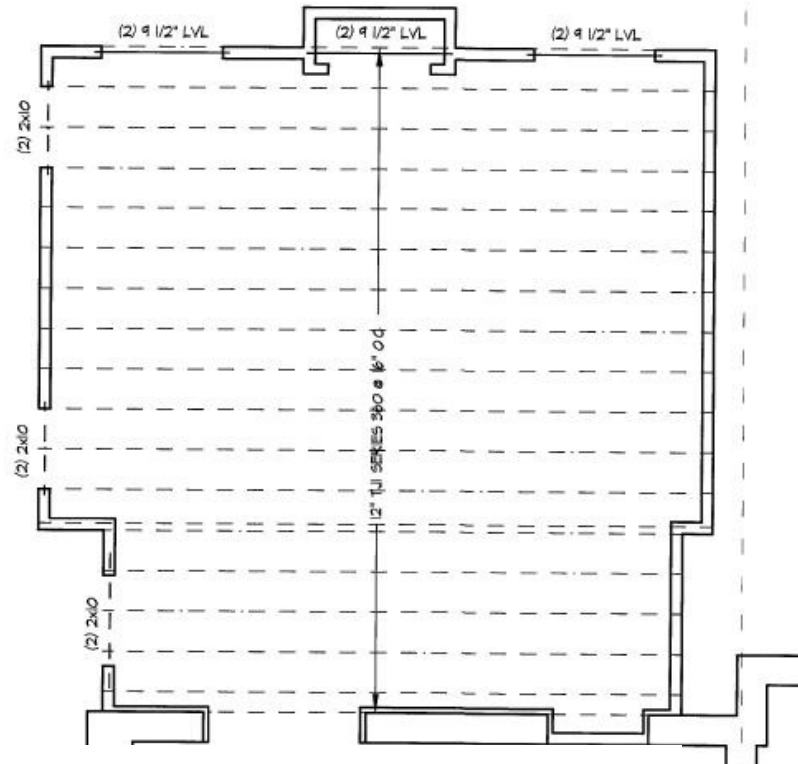
- NOTE 1 THE ENTIRE HOUSE IS CONTINUOUSLY SHEATHED UNLESS NOTED OTHERWISE  
2 ALL BEARING WALLS & COLUMNS TO BE HORIZONTALLY BRACED @ MIDPOINT  
3 PLUMBING FIXTURES ARE SHOWN FROM ABOVE

## Example F

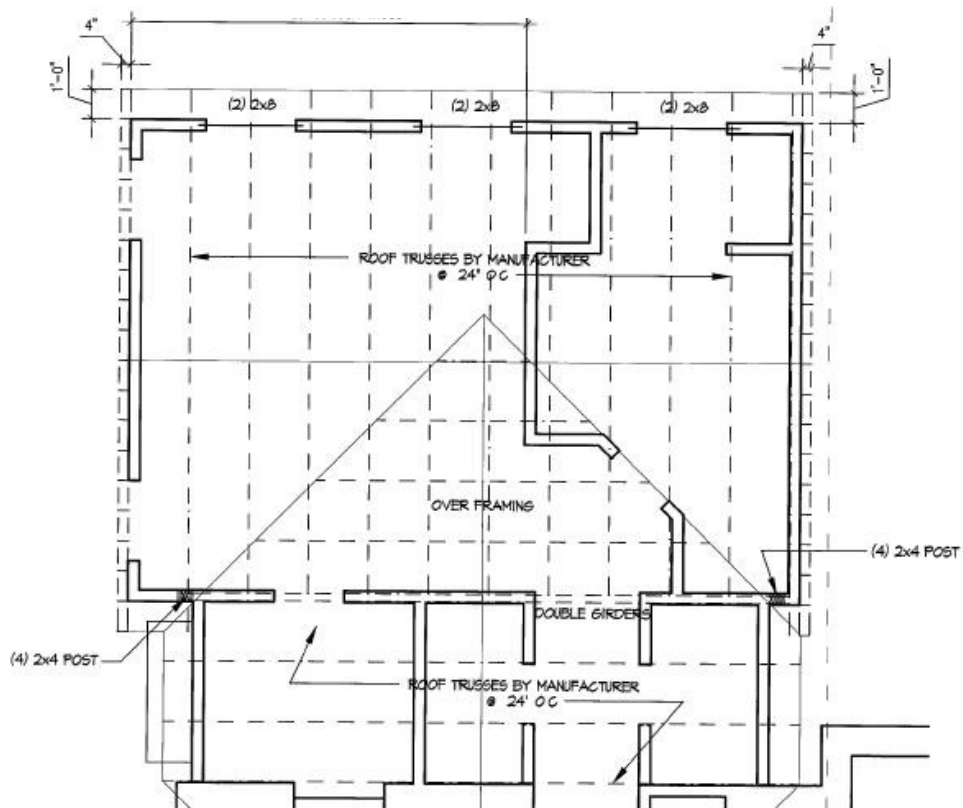


**4 FIRE RATING WALL DETAIL - UL # U305**  
A1 SCALE 1" = 1'-0"

## Example G

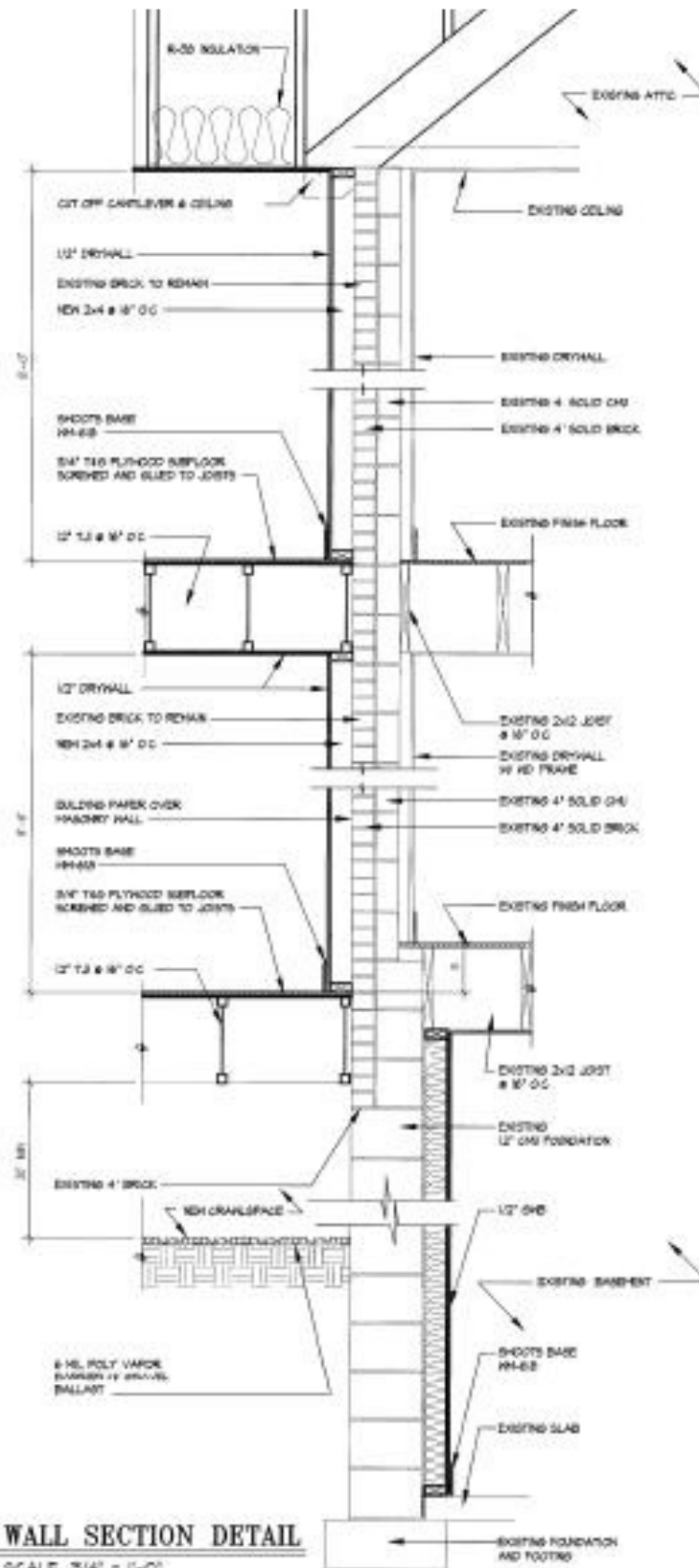


1 SECOND FLOOR FRAMING PLAN  
A1 SCALE 1/4" = 1'-0"

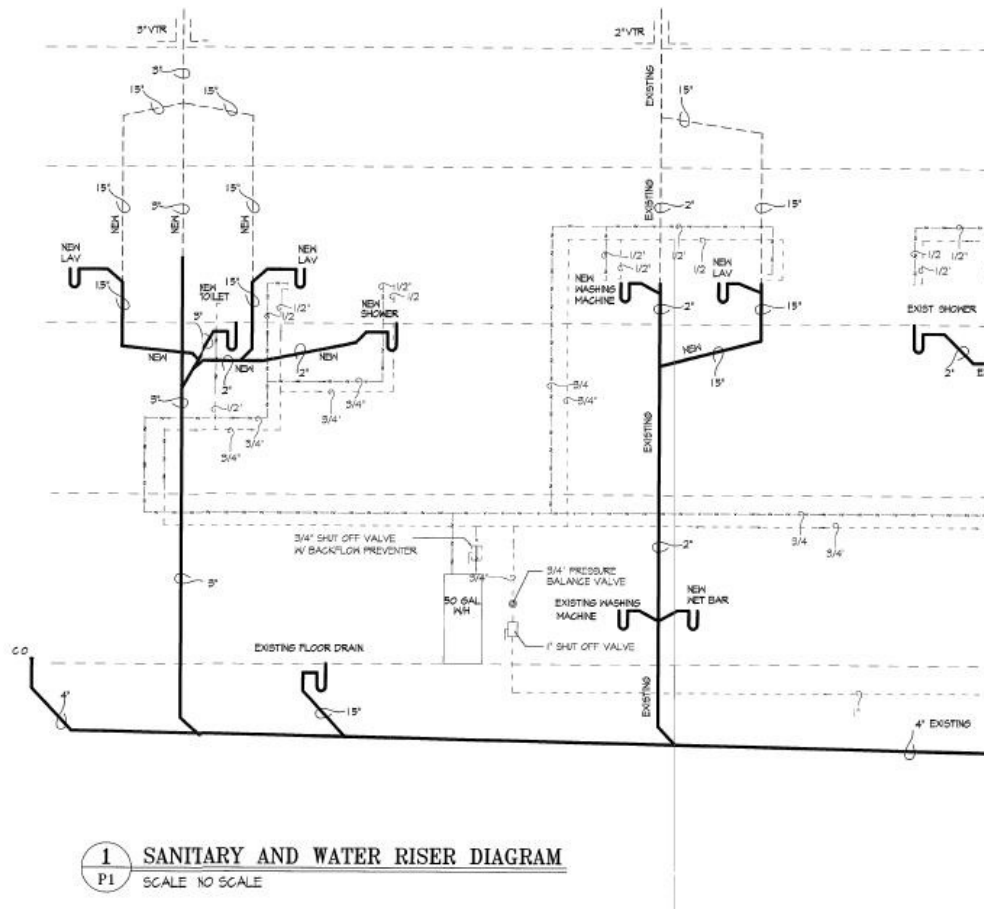


2 ROOF FRAMING PLAN  
A1 SCALE 1/4" = 1'-0"

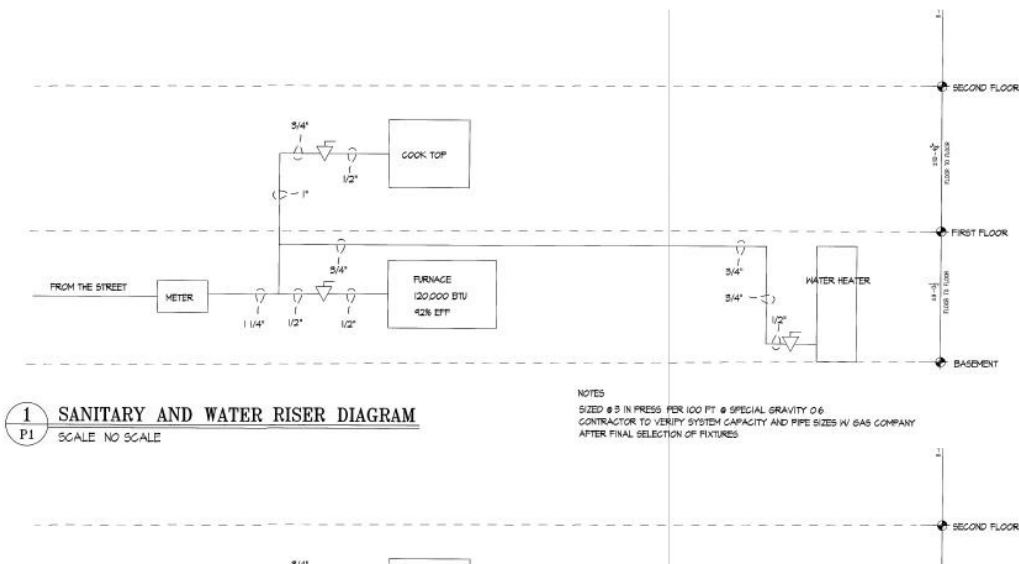
## Example H



Example I

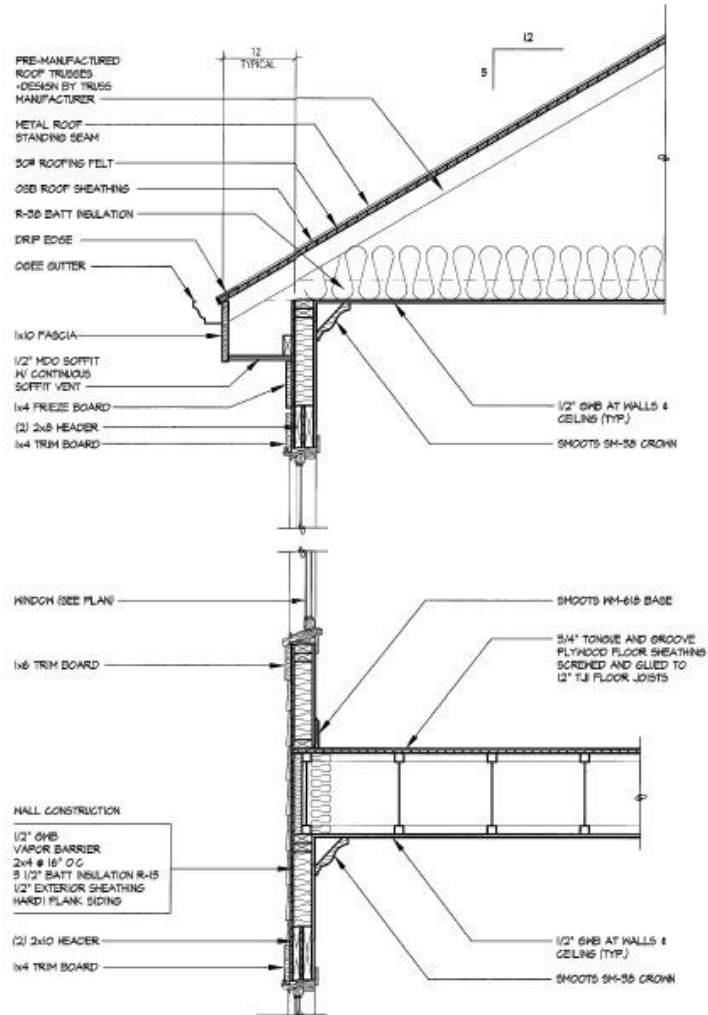


## Example J

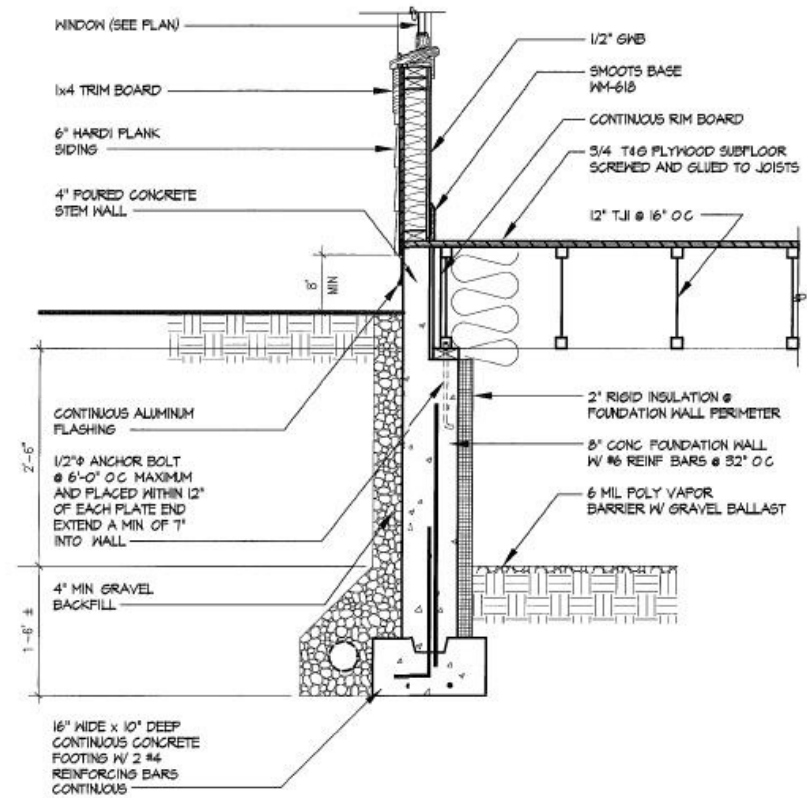


## Example K





WALL BRACING PER 2006 IRC SECTION R602.10 ALL NEW WALL BRACED WALL CONSTRUCTION METHOD #3 - WOOD STRUCTURAL SHEATHING (FULLY SHEATHED) WITH THE EXCEPTION OF THE ONE WALL ONE HOUR FIRE RATED WALL TO BE BRACED WALL CONS METHOD #5 GYPSUM BOARD PANEL



**1** WALL SECTION DETAIL  
A4 SCALE 3/4" = 1'-0"

**Example L**